



STANDARDS OF APPRENTICESHIP

adopted by

WASHINGTON STATE COSMETOLOGY APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
BARBER		330.371-010	2000 HOURS
BARBER II		330.371-010	2000 HOURS
COSMETOLOGIST		332.271-010	3000 HOURS
COSMETOLOGIST II		332.271-010	4000 HOURS
CUSTOMER SERVICE COORDINATOR		237.367-010	2000 HOURS
ESTHETICIAN		330.371-010	2000 HOURS
ESTHETICIAN II		330.371-010	2000 HOURS
MANICURIST		331.674-010	2000 HOURS
MANICURIST II		331.674-010	2000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

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Committee Amended

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Standards Amended (review)

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Standards Amended (administrative)

By: LAWRENCE CROW

Chair of Council

By: PATRICK WOODS

Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards of Apprenticeship, Washington State Cosmetology, with supplements pertaining to the necessary work experience of the trade and progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be State of Washington

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A. Barber, Cosmetologist, Customer Service Coordinator, Esthetician, and Manicurist

- Age: Applicants shall be at least sixteen (16) years of age.
- Education: For those applicants under the age of eighteen (18) years of age must have a High School grade point average (GPA) of 3.2 or better at time of application. For those applicants eighteen (18) years of age or older must be a High School graduate or provide proof of equivalent education attainment through such means as an official report of successful results of the GED tests.
- Physical: Applicants shall not be considered if they have a physical condition sufficient to impair the person's safety or the safety of others on the job.
- Testing: None.
- Other: None.

B. Barber II, Cosmetologist II, Esthetician II, and Manicurist II

- Age: Applicants shall be at least eighteen (18) years of age.
- Education: All applicants shall be high school graduates or provide proof of equivalent education attainment through such means as an official report of successful results of the G.E.D. tests.
- Physical: Applicants shall not be considered if they have a physical condition sufficient to impair the person's safety or the safety of others on the job.
- Testing: None
- Other: Meet minimum licensing as required by the Department of Licensing.

C. Application Procedures:

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- 1. The WA State Joint Cosmetology Apprenticeship Committee is not in any way serving as a referral agency and persons desiring apprenticeship training shall make application to an employer approved as a registered training site by the WA State Cosmetology Apprenticeship Committee.**
- 2. All applications shall be identical in form and requirements. A column will be provided on the application log to show the progress by dates and final disposition of each application.**
- 3. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided with information about the program.**
- 4. Completed applications will be checked for minimum qualifications, along with required supporting documents (proof of age and I-9 employment eligibility verification). Applicants deficient in one or more qualifications or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights to them. No further processing of the application will be taken.**
- 5. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation as to his/her ability and place him/her in the program in the proper work experience and wage progression period and register**

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him/her to the employer. He/she also is to be registered with the Washington State Apprenticeship and Training Council.

2. **The Apprenticeship Committee shall be responsible for obtaining signed affirmative action agreement forms from all individual employers who hire apprentices and that the employer will comply with the Washington State Cosmetology Apprenticeship Committee's Affirmative Action Plan. Agreement forms are to be furnished by the Washington State Apprenticeship and Training Council, and these signed agreements are to be forwarded to the Registration Agency.**

B. Equal Employment Opportunity Plan:

1. **Participation in workshops for school and employment service counselors.**
2. **Cooperate and council with secondary and vocational school administrators concerning the needs of the industry and how transition of female, minority group and economically disadvantaged students from school to cosmetology apprenticeship can best be accomplished.**
3. **Disseminate information within the industry to acquaint all involved with the goals of the apprenticeship program and to affect cooperation.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

A. Barber, Barber II, Customer Service Coordinator, Esthetician, Esthetician II, Manicurist, and Manicurist II

The term of apprenticeship shall be 2000 hours of reasonable continuous employment.

B. Cosmetologist

The term of apprenticeship shall be 3000 hours of reasonable continuous employment.

C. Cosmetologist II

The term of apprenticeship shall be 4000 hours of reasonable continuous employment

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period for each occupation is as follows:

- A. 300 hours of employment for Barber, Barber II, Customer Service Coordinator, Esthetician, Esthetician II, Manicurist, and Manicurist II.**
- B. 600 hours of employment for Cosmetologist.**
- C. 800 hours of employment for Cosmetologist II.**

During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all

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phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentices to journey person shall not exceed one (1) apprentice for each one (1) journey person on each job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Barber, Customer Service Coordinator, Esthetician, and Manicurist

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0666 hours	65%
2	0667 - 1333 hours	75%
3	1334 - 2000 hours	90%

B. Cosmetologist

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	90%

C. Barber II, Esthetician II, and Manicurist II

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	62%
2	1001 - 2000 hours	81%

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D. Cosmetologist II

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	66%
2	1001 - 2000 hours	74%
3	2001 - 3000 hours	82%
4	3001 - 4000 hours	90%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. <u>Barber:</u>	<u>Approximate Hours</u>
1. Theory of the practice of barbering services.....	500
2. Shampoo & Conditioning.....	100
3. Scalp & Hair Treatment & massage	100
4. Hair Cutting & trimming, including scissors, razor, shears, clippers	400
5. Hair styling, wet, dry and thermal styling and styling aids	100
6. Cutting and trimming of facial hair, including shaving beard and mustache design and eyebrow, ear and nose hair-trimming	200
7. Artificial hair	100
8. Diseases and disorders of the skin, scalp and hair	100
9. Safety including proper use of implements and electrical appliances.....	200
10. First aid as it relates to barbering	100
11. Sterilization in the work place	25
12. Product knowledge and sales techniques.....	25
13. Miscellaneous.....	50
TOTAL HOURS:	2000

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B. <u>Barber II:</u>	<u>Approximate Hours</u>
1. Fashion Hair Cutting & Styling	800
2. Instrument Familiarization.....	50
3. Shampoo & Conditioning.....	200
4. Shaving Techniques	200
5. Scalp & Hair Treatment.....	150
6. Hair Replacement	200
7. Head & Neck Massage.....	150
8. Hair Repair Procedures	50
9. Safe Use of Razor & Shears	25
10. Beard, Goatee & Mustache Trimming and Design.....	100
11. Hygiene & Sanitation Practices in the Shop.....	25
12. Method of Sterilization in the Work Place	25
13. Product Knowledge & Sales Techniques	25
TOTAL HOURS:	2000

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C. <u>Cosmetologist:</u>	<u>Approximate Hours</u>
1. Theory	10
2. Esthetics Services	100
3. Manicure & Pedicure Procedure and Services	100
4. Shampooing	160
5. Scalp & Hair Analysis (Disorders of Scalp and Hair)	60
6. Hair Cutting - Women and Men.....	750
7. Hair Styling.....	300
8. Cutting and trimming of facial hair	50
9. Artificial hair, wigs, hairpieces, braiding and extensions	40
10. Chemical waving and permanent waving.....	340
11. Hair coloring and bleaching.....	650
12. Disease and disorders of the scalp, hair, skin and nails	25
13. Safety including proper use and storage of chemicals, implements and electrical appliances	100
14. Safety, sanitation and infection control	100
15. First aid	100
16. Temporary removal of hair.....	20
17. Theory of facial treatments (without the aid of machines)	95
TOTAL HOURS:	3000

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D. <u>Cosmetologist II:</u>	<u>Approximate Hours</u>
1. Hair Dressing.....	700
2. Chemical Waving & Straightening	700
3. Haircutting & Shaping	600
4. Hair Coloring	600
5. Scalp & Hair Treatment.....	500
6. Facials.....	500
7. Manicuring	300
8. Professional Skills	100
TOTAL HOURS:	4000

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E. <u>Customer Service Coordinator</u>	<u>Approximate Hours</u>
1. Telephone Etiquette	150
2. Customer Retaliations	100
3. Conflict Management	50
4. Customer Profiling.....	150
5. Update & Maintain Client Lists	100
6. Basic Accounting.....	50
7. Computer/Cash Register Operations	150
8. Scheduling Appointments	150
9. Operational Supervisory Skills.....	150
10. Marketing	50
11. Sales & Retailing	100
12. Miscellaneous.....	800
TOTAL HOURS:	2000

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F. <u>Esthetician:</u>	<u>Approximate Hours</u>
1. Theory	40
2. Skin care of the face, neck and hands, including hot compresses, massage, electrical or mechanical appliances or chemical compounds	80
3. Facial treatments and application of masks	260
4. Temporary removal of superfluous hair of the face, neck and hands by tweezing, waxing, tape, chemicals, lotions, creams, mechanical or electrical apparatus and appliances	100
5. Diseases and disorders of the skin	200
6. Safety including proper use and storage of chemicals, implements and electrical appliances.....	200
7. First aid	100
8. Anatomy and physiology	40
9. History of the skin-nutrition and health	80
10. Chemistry for estheticians and product knowledge	60
11. Facial massage procedures and services	200
12. Lash coloring and lash application.....	20
13. Spa body treatments	100
14. State approved chemical and machine facial treatments.....	50
15. Discussion of cosmetic surgery procedures	40
16. Electricity and light therapy	40
17. Professional makeup technique and application.....	70
18. Sanitation, disinfections, health and safety considerations.....	80
19. Miscellaneous.....	240
TOTAL HOURS:	2000

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G. <u>Esthetician II:</u>	<u>Approximate Hours</u>
1. Facials	400
2. Equipment	100
3. Massage.....	400
4. Make-up	200
5. Hair Removal	200
6. Lash Tinting	200
7. Lash Application	100
8. Spa Treatment	125
9. Glycolic Peels.....	125
10. Product Knowledge.....	50
11. Color Theory	50
12. Piercing	50
TOTAL HOURS:	2000

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H. <u>Manicurist:</u>	<u>Approximate Hours</u>
1. Manicure and pedicures procedures and services	300
2. Cleaning, shaping and polishing of nails of the hand	100
3. Cleaning, shaping and polishing of nails of the foot	200
4. Nail repairs, natural and artificial	40
5. Artificial nail removal procedures	20
6. First aid	100
7. Nail disorders and diseases	100
8. Anatomy of manicures and pedicures	60
9. Sanitation, disinfections, health and safety considerations	200
10. Tools and instruments: use and care	60
11. Artificial nails acrylics, linen/silk, fiberglass and gels	200
12. Hand and foot massage as it relates to cosmetology	100
13. Basic chemistry	100
14. Professional development	400
15. Manicurist Theory	20
TOTAL HOURS:	2000

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<u>I. Manicurist II:</u>		<u>Approximate Hours</u>
1.	Manicuring - Water & Oil	500
2.	Polishing & Cutting Cuticles.....	300
3.	Artificial Nails Acrylics, Linen/Silk, Fiberglass and Gels	400
4.	Nail Repairs, Natural & Artificial	300
5.	Product Knowledge.....	50
6.	Equipment	50
7.	Massaging	100
8.	Pedicuring Cutting of nails, Filing	300
TOTAL HOURS:		2000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☒ (X) Other (specify): **Professional Association Manuals and Books**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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Related Supplemental Instruction:

Business Ethics	Business English
Basic Supervisory Skills	Industry specific math
Development of operation manuals	Project management
Train the trainer	Computer Training
Planning & organizing for effective meetings	Sales & Marketing
Basic supervisory skills	Self-promotion
Assertiveness skills training	Cultural Diversity
Public Speaking	Digital Camera
Photography	Skills to manage personal finance
Video-Camcorder	Team Work
Front-Desk Systems	Merchandising Salon Services

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. In order to maintain a satisfactory balance in the training program, apprentices shall not be permitted to change their trade classification after being registered.**

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- 2. In case of failure on the part of the apprentice to fulfill his/her obligation as to classroom attendance, job performance or satisfactory work habits, the Apprenticeship Committee shall have the authority to suspend or revoke the apprentice's agreement. The employer agrees to carry out the instructions of the Committee in this regard. The apprentice agrees to abide by any such determination by the Committee.**
- 3. The apprentice shall be evaluated by the Committee every six (6) months to determine eligibility for advancement in their training program and receive the next scheduled pay increase. In these evaluations, consideration shall be given to apprenticeship training attendance, progress and daily employment records of the apprentice. Failure to achieve a passing grade on these evaluations may result in an extension of the apprentice's completion date and a corresponding delay in the apprentice's next pay increase as deemed necessary by the Committee.**
- 4. Unexcused absences will be cause for disciplinary action.**
- 5. Excused absences must be allowed for:**
 - a. Illness of apprentice (must be verified).**
 - b. Distance of place of resident to school or job. By approval of the Apprenticeship Committee.**
 - c. Trips and/or vacation. By prior approval of the Apprenticeship Committee.**
 - d. Death in immediate family.**
 - e. Other reason deemed appropriate by the Committee.**
- 6. If the apprentice fails to appear before the Apprenticeship Committee after due notice, disciplinary action may be invoked without a hearing.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

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- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
1st quarter: January through March, by April 10

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2nd quarter: April through June, by July 10
3rd quarter: July through September, by October 10
4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

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4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

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E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A quorum is 4 plus 1 of the committee members

Program type administered by the committee: GROUP JOINT

The employer representatives shall be:

**Kay Hirai, Chair
401 First Avenue South
Seattle, WA 98104**

**Timothy Corpus, Vice-Chair
2944 Colby Avenue
Everett, WA 98201**

**Noreen Bowdon
11504 SE Mill Plain Blvd #1-E
Vancouver, WA 98684**

**Dennis Jensen
111 Capitol Way N
Olympia, WA 98501**

The employee representatives shall be:

**Khristian Hansen, Secretary
111 Capital Way N
Olympia, WA 98501**

**Charlet Herrick, Treasure
3019 Riveriea Dr SE
Olympia, WA 98501**

**Randy Loomans
906 S Columbia St #330
Olympia, WA 98501**

**Anna Judeh
2188 148th Ave NE
Redmond, WA 98052**

XII. SUBCOMMITTEE:

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Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

To be established.

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Jan Tanabe, Program Director
8261 SE 36th St.
Mercer Island, WA 98040**